



## EDCI 535.01W: Leadership & Supervision in the School

### Course Syllabus for Spring 2020

According to State of Texas HB 2504, this course syllabus must be submitted in advance of the when the courses is actually scheduled to begin. Therefore, the instructor has the right to modify this syllabus and course calendar at any time between submitting it for publication and the first day of class. Furthermore, the instructor has the right to modify the syllabus at any time during the course itself provided that (1) such changes do not increase expectations or requirements beyond a reasonable equivalent and (2) students are given ample notification.

**Instructor:** Dr. Sarah Guthery, Asst. Professor

**Office Hours:** By appointment

**University Email Address:** [Sarah.Guthery@tamuc.edu](mailto:Sarah.Guthery@tamuc.edu)

**Preferred Method of Communication:** Please email me and I will usually respond within the same day.

## COURSE INFORMATION

### Class Meetings

This class will be completely online – there are no face-to-face meetings.

### Materials Needed for the Course

Maxwell, John C. (2005/2006). *The 360 Degree Leader: Developing Your Influence from Anywhere in the Organization*. Nashville: Thomas Nelson, Inc. Paperback edition is ISBN: 1400203597

### Course Description: EDCI 535: Leadership & Supervision in the Elementary School

Catalog Description: A study of the meaning and fundamental principles of leadership and supervision. Consideration is given to the development of teacher leaders and to the solution of administrative and pedagogical problems that supervisors and teacher leaders encounter in the school.

**Student Learning Outcomes (SLO):** By the completion of the course, you will be able to:

1. Use reading of professional literature from business and industry and readings from assignments in your textbook to broaden your perspective and increase your skill in leading others to improve.

2. Develop an understanding of various ways teachers can be leaders and how you can develop your leadership.
3. Demonstrate professional improvement in the art of reflection as a tool to increase your effectiveness as a teacher leader.
4. Contribute significantly to your campus and/or school community by initiating leadership in initiatives that will benefit teachers, classrooms, parents, administrators, and/or the community, providing meaningful applications of course content.
5. Document, through self-evaluation, how the academic and professional experiences during the course have impacted teaching effectiveness and student achievement.

## COURSE INFORMATION

### **Know the Course Requirements From the First Class Day.**

It is important to be familiar with course requirements on Day One. The two most important documents to help you are (a) the course syllabus and (b) the information in the “Overview” and “Course Home” in the online system.

### **Instructional Methods**

This course will include readings from the assigned textbook, quizzes, class discussions based on the textbook, and varied Leadership Lesson Assignments based on other web-based sources. It is very important to go online frequently to: (1) read any new announcements, (2) check your MyLeo-Mail, (3) review assignments, (4) check the **Schedule of Assignments**, (5) check for documents I return to you and comments on graded assignments (6) communicate as needed with your instructor and class members. More information is provided within the course shell.

### **Student Responsibilities or Tips for Success in the Course**

Success in the course is largely based on keeping up with assignments which requires regularly logging into the course website, and not waiting until the last minute to complete assignments.

## **GRADING**

All assignments are graded based on the following criteria:

**A - Exceptional – Exceeds Minimum Expectations in All Areas Addressed:** Well above average in thought, and language structure; extremely well organized; shows thorough understanding and assimilation of concepts; excellent sense of unity; polished transition between concepts or thoughts; virtually free of errors.

**B - Above Average – Meets Minimum Expectations in the Majority of Areas Addressed and Exceed Expectations in Some Areas.** In general command of thought and word choice; organized; shows some understanding of concepts; good sense of unity; good transition between concepts or thoughts; writing that demonstrates a level of maturity expected of graduate students; few if any errors.

**C -Average. Adequate In some Areas and Inadequate in Others.** Problems in some of the

following areas: depth of thought; ability to elaborate and provide sufficient detail; organized and formatted appropriately; writing that demonstrates a level of maturity expected of graduate students; in need of instruction.

**D – Below Average. Inadequate in Several Areas.** Problems in several of the following areas: depth of thought; ability to elaborate and provide sufficient detail; organization and formatting; writing that does not demonstrate a level of maturity expected of graduate students; in need of instruction.

**F -Unacceptable. Inadequate in Many Areas.** Problems in many of the following areas: depth of thought; ability to elaborate and provide sufficient detail; organization and formatting; writing that does not demonstrate a level of maturity expected of graduate students; in need of instruction.

**0 - Not Turned In or Not Accepted By Instructor.**

### Grading Policy:

Unless otherwise announced, all work is due by 11:30 pm on the date stated in the course.

Submit Work Early. Given that computer and technical problems can often crop up at the last minute, it is never wise to wait until the last minute to submit assignments. Give yourself plenty of time in the event you need to implement a back-up plan.

Attaching Assignments to the Submission Folder. You are responsible for attaching the correct assignment to the correct Submission Folder. Once you submit your assignment, you should always check to make sure the correct assignment is there.

### FINAL GRADE IN THE COURSE

Your Final grade in this course is based on your performance on all of the requirements and expectations for the class. Some assignments carry more weight than others. Assignments and final point values include the following:

Activity	Number of Assignments	Points per Assignment	Total Pts.
Quizzes over Textbook Readings	5	6	30
Threaded Discussions	5	6	30
Leadership Lesson Activities	5	8	40
Total Points	N/A	N/A	100 Pts

### Determining Your Final Grade in the Course

Your final grade in this course is based on your performance on all of the requirements and expectations for the class and will be on the following scale:

Total Points	Final Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

## TECHNOLOGY REQUIREMENTS

### Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

### Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

### Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.  Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
  
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
  
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:

- o [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
- o [Adobe Flash Player](https://get.adobe.com/flashplayer/) (*version 17 or later*) <https://get.adobe.com/flashplayer/>
- o [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
- o [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

## **ACCESS AND NAVIGATION**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.

## **System Maintenance**

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

## COMMUNICATION AND SUPPORT

### Interaction with Instructor Statement:

Participation & Communication: I expect each of you to be active and thoughtful participants within the digital learning environment and your digital learning community. You are to expect the same of me. This includes your successful completion of each module and I will provide a timely grade and feedback. If you are having difficulty do not wait until the day before the module's due date to contact me.

1. All course/content questions should be emailed to me at [Emily.Lutrick@tamuc.edu](mailto:Emily.Lutrick@tamuc.edu). I check it daily Monday - Friday. A reply will be sent within 24 hours depending upon the time your message was received. Please do not send me panicked last minute emails with the word HELP!!!!!!!! in the subject line.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures/Policies

The grading procedure and late work policy are described above.

### Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### University Specific Procedures

#### Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

### TAMUC Attendance



For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

## **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

## **ADA Statement**

### **Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

## **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

